



Fire Prevention Policy

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1.0 Policy/Procedure

Know the Emergency Response Plan for your work area. Request a copy of the Emergency Response Plan from your supervisor.

- You have a personal responsibility in the prevention and control of fires. Familiarize yourself with the location of fire equipment in the area where you work and the proper method of turning on a fire alarm. If you are to use portable fire protection equipment (such as fire extinguishers), you must be trained in the use of portable fire protection equipment and your training shall be updated annually.
- Employees shall obey all rules, regulations and signs for fire safety such as those controlling smoking, open flames and other sources of ignition and those controlling the storage, handling and use of flammable liquids or other hazardous materials.
- Employees shall practice good housekeeping and fire prevention.
- Employees shall handle and store flammable liquids in approved safety containers equipped with flame arrestors and spring actuated caps.
- Employees shall not store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reaction between the two.
- Employees shall store all poisons separately.
- Employees shall keep hand operated fire equipment such as extinguishers, hoses, etc. fully accessible, mounted, and unobstructed at all times. Fire extinguishers must have a three foot clearance on each side and the front.
- If you use a fire extinguisher or any other fire equipment, notify your supervisor at once so that it can be immediately replaced and serviced.
- If your clothing catches fire, smother the flame by rolling on the floor or ground. Never run, as this could cause the flames to spread.
- Employees shall not clean clothing with gasoline, solvents or other flammable gasses or liquid. A spark may ignite your clothing.
- Employees shall not use oil or grease on any oxygen equipment such as cylinders. Oxygen under pressure reacts with oil and grease with explosive violence.

Fire Hazards

- Flammable solvents and cleaning solutions shall be dispensed only from approved safety containers.
- Solvent soaked or oily rags used for cleaning office equipment shall be kept in metal, self-closing waste cans and contents properly disposed of daily.
- Smoking is prohibited where there is exposure to flammable solvents.
- Solvents shall be handled carefully to avoid personal injury or possible damage to materials and equipment.
- Displays and decorations shall be fire retardant or non-combustible. Keep decorations out of aisles, stairs, passageways, and exits. Before using any decorative electric lighting device, check for loose connections, frayed wiring, broken sockets, or other defects. Any defective electrical device shall be replaced or repaired. Electrical devices shall bear the listed label, i.e. UL, FM, etc.
- Always disconnect decorative lighting when leaving the work area for the day.
- All electrical appliances with a heating element shall be unplugged at the end of the workday.
- Do not use extension cords as permanent wiring.
- Use of electrical space heaters are prohibited in all County owned or leased buildings.